



U.S. Department
of Transportation
**Federal Transit
Administration**

Memorandum

Subject: Federal Transit Administration Information Technology
Executive Summary – FY 2000

Date: September 1, 2000

From: Fred Ford
Acting Director, Office of Information Technology

Reply to
Attn. of:

To: Ray Reynaldo
Office of the Chief Information Officer

The Federal Transit Administration (FTA) Office of Information Technology (TAD-20) has aggressively pursued the improvement of every aspect of its information technology infrastructure. The major accomplishments for FY 00 and the key goals and objectives for FY 01 are listed below.

1. FY 00 Major Accomplishments

- a. FTS 2001 Transition. The FTA was the first major administration within the Department of Transportation to complete the transition of telecommunications services from FTS 2000 to FTS 2001. All transition activities were accomplished in house, which resulted in significant savings to the Administration. Transition was completed in May 2000, fully eight months prior to the mandated transition completion date. All switched voice and frame relay services were transitioned with minimal interruption of service.
- b. Year 2000 Migration. An aggressive Y2k Complications Awareness and Avoidance project enabled FTA to migrate to calendar year 2000 without experiencing any failures or problems within its information technology infrastructure.
- c. Enhanced Intra-Net Capabilities. Continuing efforts and dedicated resources have resulted in monumental improvements in the FTA Intra-Net site. Established Intra-Net policies and a complete redesign has resulted in increased employee awareness and provided for more interactive applications (i.e. FTA Event Calendar; Agency Telephone Directory; Employee polling system/questionnaire; etc.).
- d. Transportation Electronic Awards and Management (TEAM) System Upgrades. TEAM is the third generation electronic enhancement for the award and management of grants administered by the FTA. Upgrades, improvements and Administration provided training have resulted in a more user-friendly system, which provides increased responsiveness and security.
- e. PRISM Implementation. PRISM, an electronic program for the application, approval and dissemination of Purchase Orders was successfully tested and implemented throughout the Administration. PRISM increases productivity by enabling the entire purchase request process to be completed electronically.
- f. Hardware Purchase. The availability of late year FY 00 funds had enabled FTA to purchase new hardware and software for every employee. This new equipment is necessary to improve productivity and support Administration and Departmental applications.

2. FY 01 Key Goals and Objectives

- a. Deploy new Hardware/Software. A major objective for FTA is to deploy the new hardware and software purchased at the end of FY 00. A comprehensive, sequenced plan for deploying new computers to every FTA employee nearing completion with a goal to have all new equipment deployed prior to the 2nd quarter of FY 01.
- b. Administrative Expense Management System (AMES) Deployment. AMES, an electronic system for Cost Center Managers to input and track obligating documents and invoices will be deployed throughout FTA. Each Cost Center Manager will receive the software and training to enable them to better manage their various budgets.
- c. Introduce Virtual Terminal Services Technology (VTS). A new technology, Virtual Terminal Services will be introduced and tested with selected offices in FTA. VTS eliminates the need for a desktop computer. Rather it depends on limited capability "computer" which is networked to a server, which provides access to all required software packages (i.e. word processing; spreadsheets; etc.). VTR technology has the potential for increased cost savings because it precludes the necessity to purchase a personal computer for each employee.
- d. DOT Office Co-Location. A continuation of the DOT Co-Location Activity, the FTA's Region 5 (Chicago) office and other DOT Administrations will move to co-located office space in FY 01. Efforts are underway to obtain sufficient office space for FTA, Metro and FRA offices to be located in adjoining office space.
- e. Enhancement of Information Gathering and Dissemination. Efforts will continue to improve the ability of FTA to gather and disseminate information throughout the Administration and Department. New technology is being developed and tested to enhance information exchange. This effort is concentrated around Data Warehousing and Data Portals.
- f. Transportation Electronic Awards and Management (TEAM) System. TEAM, the electronic grants management system is in the process of an accreditation review which will be concluded during the first quarter of FY 01. The accreditation will confirm the security and viability of the TEAM system.

3. Critical Information Technology Investments

- a. Hardware/Software/Work Stations. The most critical IT investment for FTA is its hardware/software and workstations. A significant purchase of work stations with FY 00 monies and subsequent deployment during FY 01 will increase the productivity of FTA employees and support current or future implementation of Administration and Department applications. Migration to the WINDOWS 2000 operating system environment can also be accomplished with the purchase of new hardware.
- b. Network Infrastructure. The entire FTA network infrastructure is critical to the continued operation of FTA. All network aspects (hardware, software, and telecommunications connectivity) are constantly reviewed and upgraded to ensure uninterrupted and enhanced service.